

REQUEST FOR RECORDS RETENTION SCHEDULE  
Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 263PAGE  
NO. 1.

1. Requesting Agency

STATE AVIATION COMMISSION

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. MINUTES OF THE COMMISSION

Dates: November 10, 1943 - -  
Quantity: 2 volumes (3 linear inches)  
File Arrangement: Chronological

Minutes of the Commission showing all important actions, policy decisions, court cases, etc.

RECOMMENDATION: RETAIN PERMANENTLY

2. AIRMAN REGISTRATION

Size: 8½" x 11"  
Dates: 1948 - -  
Quantity: 2½ drawers (4 cubic feet)  
File Arrangement: Alphabetical  
Annual Accumulation: ½ drawer  
Disposable Amount: 1 cubic foot  
Index: Numerical (4" x 6" cards)

The Application for Certificate of Registration as Airman shows the Commission number and fee charged, applicant's name and address, age, physical description, classification of C.A.A. Certificate and the number, member of Civil Air Patrol, owner of aircraft, volunteer for Civil Defense assignment, and signature. Since July 1956 an annual registration fee is charged. The stub of the registration certificate, which shows the same information as the

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HALL OF RECORDS COMMISSION

Agency, Division or Bureau Representative

Signature

Director  
TitleSeptember 5, 1956  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/14/56  
Date

Archivist

SEP 17 1956  
Date

Secretary

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application, serves as the numerical index. Prior to July 1956, no annual registration was required, and a copy of the application served as the numerical index. The recommendation below applies to both the application and the index.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. AIRCRAFT REGISTRATION

Size: 8 $\frac{1}{2}$ " x 11"  
Dates: 1948 - -  
Quantity: 1 $\frac{1}{2}$  drawers (2 cubic feet)  
File Arrangement: Alphabetical  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 1 cubic foot  
Audit: State  
Index: Numerical (4" x 6" cards)

The Application for Certificate of Registration for Aircraft shows the Commission assigned number and fee charged, owner's name and address, make and model, color, CAA number, seating capacity, manufacturer's serial number, year of model, make of engine, horsepower, where stored, volunteered for Civil Defense assignment, gross weight, and applicant's signature. Since July 1956, aircraft must be registered annually and a fee paid. The registration certificate stub which shows the same statistical information shown on the application is filed numerically for index purposes. Prior to July 1956 no fee was required and a copy of the application served as the numerical index. The recommendation below applies to both the index and the application.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. AIRPORT FILE

Dates: 1930 - -  
Quantity: 2 drawers active  
2 drawers inactive (8 cubic feet)  
File Arrangement: Commercial or Private, and alphabetical therein  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 2 cubic feet

A file folder is prepared for each airport licensed and for any proposed airport which has not been licensed. Included in the

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BOARD OF PUBLIC WORKS

SEP 17 1957

SECRETARY

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folder are:

Airport Plans and Specifications  
Charts  
Building and Runway Plans  
Plat of property  
Annual Licenses (non-fee)  
Letter of Authorization (Private airports)  
Inspection Reports  
Correspondence - comprises about 80 % of the accumulation

A. RECOMMENDATION: CORRESPONDENCE: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY CORRESPONDENCE HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE, AND DESTROY ALL OTHER CORRESPONDENCE.

B. RECOMMENDATION: ALL OTHER RECORDS: RETAIN ALL OTHER DATA PERMANENTLY.

5. GENERAL SUBJECT AND CORRESPONDENCE FILE

Dates: 1938 - -  
Quantity: 7 legal-size drawers (14 cubic feet)  
File Arrangement: Alphabetical  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 7 cubic feet

This file contains correspondence and reference material. The subjects included are civil defense, Federal aid, air marking, crop dusting, beacons, insurance, maps, air search and rescue, fire, schools, wind, weather, etc. The correspondence is with Federal, State, local and other state agencies, professional and civic organizations, individuals, manufacturers, air-line companies, etc.

A large amount of the material included in this file is non-record. As defined by Section 155, Article 41, of the Annotated Code of 1951, non-record includes printed books, magazines, newspapers and other library materials. Such materials may be disposed of by the custodian of them when he feels they are no longer necessary for the operation of his office. The recommendation below applies to the record material in this file.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE, AND DESTROY ALL OTHER MATERIAL.

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6. ACCOUNTING RECORDS

Dates: 1938 - -  
Quantity: 2½ drawers (4 cubic feet)  
File Arrangement: Chronological  
Annual Accumulation: ½ cubic foot  
Disposable Amount: 2½ cubic feet  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E-½	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2
B.P. Inv. R101	Budget Schedule Amendment Sheet
B.P. Inv. R102	Report of Fixed Assets (annual)
B.P. Inv. 6	Report of Materials and Supplies (annual)
	Materials and Supplies Physical Inventory (annual)

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Budget Form Nos.  
1 thru 11

Budget Estimates Fiscal Year (13 pages  
including farm statement)

Others

Vendors Invoices  
Bank Deposit Slips  
Bank Statements  
Bank Deposit Receipts  
Canceled Checks

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A  
GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND EXCEPTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

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8. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128 - A - a standard State-wide form, prepared annually for each employee  
Leave applications  
Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

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